

DEPARTMENT FOR THE BLIND AND VISION IMPAIRED  
Equipment Agreement/Receipt

(Check the program)

Customer Name: \_\_\_\_\_

☐ RT/IL Services

Address: \_\_\_\_\_  
\_\_\_\_\_

☐ VR Services

☐ Other

Loan: From \_\_\_\_\_ to \_\_\_\_\_

Social Security No.: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Telephone: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

DESCRIPTION: \_\_\_\_\_

VENDOR: \_\_\_\_\_ MODEL #: \_\_\_\_\_

SERIAL#: \_\_\_\_\_ WARRANTY: \_\_\_\_\_ COST:\$ \_\_\_\_\_ DBVI TAG#: \_\_\_\_\_  
(mo/yr)

I acknowledge receipt of the above equipment and understand that this equipment will remain the property of DBVI as determined by the Commonwealth of Virginia Accounting System. I agree to exercise reasonable care in the use of this equipment. In the event this equipment is stolen or lost, I further agree to report the loss or burglary to the local authorities (Police/Sheriff) and to the Virginia Department for the Blind and Vision Impaired. I agree to return this equipment to DBVI if: 1) I no longer use the equipment in connection with my training or employment; 2) the equipment is no longer of significant benefit to me in coping with my disability/disabilities; or 3) I become ineligible for services for any other reason.

Computers: Authorized use and proper care of computers.

The assignment of computer systems, displays, printers/scanners, CCTVs, electronic note takers, refreshable Braille displays and other electronic devices is done with the understanding that reasonable care will be exercised toward the equipment by the borrower. The equipment is being provided to the above named customer as part of his/her training or vocational program and is to be used solely for that purpose. Customers should not allow family/friends to use the equipment. Customers should not install non work/training related programs or files on the computer without the specific authorization of the Rehab Engineer. Lack of reasonable care can be defined, but not limited to, the following situations:

Multiple missing keys

Excessive food/liquid spillage causing equipment malfunction

Cracked displays

Damaged casing on laptop or desktop

Frayed cords/damaged connectors indicative of excessive pulling in removal

Damaged ports/slots/drives due to improper insertion of devices due to forcing

Unauthorized installation of application programs and operating systems

Presence of non employment or non education related movies, videos, graphics, games, and other programs of this nature.

Multiple occurrences of dropped equipment  
Multiple occurrences of lost or stolen equipment  
Damaged system due to not using surge protector  
Breaking of security seals that void warranties

I understand that any occurrence of the above, either once or multiple times, will be cause for DBVI's refusal to repair or replace the equipment, or forfeiture of the equipment itself.

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Customer's signature (or parent/guardian) / Date

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Regional Office - DBVI Staff Worker's Signature / Date

INSTRUCTIONS: The Equipment Agreement/Receipt form is completed and signed by the customer and DBVI staff when equipment, regardless of cost, is loaned to the customer and when equipment costing \$500 and more is purchased for the customer. If the equipment is transferred to another customer, a new DBVI-70-019 is to be completed. Enter the tag number only for items over \$500. The form does not need to be typed.

1 - original to customer's case folder

1 - copy given to the customer

1 - copy to regional office record/FAAC coordinator